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Report for Week Ending 1 August 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

The monthly reporting workload in the Finance Division has been reduced by 150 hours through simplifying the Monthly Confidential Report. In addition, the report is more concise, having been reduced from 105 to 35 pages, and is available five days sooner.

Project 6-13 - Dispatch Format and Procedure

Completed an analysis of all employee suggestions on the dispatch system, and compiled a summary for Mr. [REDACTED]. Evaluated four of the eight suggestions outstanding, and recommended that a fifth one be evaluated by DD/P area divisions. Evaluations on the remaining three must await the results of testing the proposed improved dispatch forms. A total of 17 suggestions have been submitted on the dispatch system.

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Project 6-22 - DD/I Reports Survey

No change pending review of our recommendations by DD/I Offices.

Project 6-35 - Survey of Procurement Division Contract Files

Our recommendation to eliminate the special purchase order requisition folders made possible the cancellation of a requisition for 10,800 of the folders for a saving of \$540. Mr. [REDACTED] is presently pulling the superfluous requisition folders from the purchase order files. These folders take up about 30% of cabinet space.

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General Information

- a. Continued the development of graphics on the Records Management Program.



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